

STATE OF COLORADO INFOPAC/DOCUMENT DIRECT SECURITY ACCESS AUTHORIZATION REQUEST FORM

COMPLETE BOTH PAGES
OF THIS FORM

SECTION A: TO BE COMPLETED BY EMPLOYEE

REQUEST TO: ESTABLISH _____ or MODIFY _____ or REMOVE _____ USER SECURITY

AUTHORIZATION IS REQUESTED TO ACCESS REPORTS AVAILABLE THROUGH INFOPAC AND/OR
DCOUMENT DIRECT AT THE ACCESS LEVEL CHECKED BELOW:

STATEWIDE ACCESS <i>includes all departments and agencies</i> <input type="checkbox"/> <i>Financial Reports</i> <i>HR Reports</i> (Include List of ALL Reports)	DEPARTMENT ACCESS <i>includes all agencies in user's department</i> <input type="checkbox"/> <i>Financial Reports</i> <i>HR Reports</i> (Include List of ALL Reports and ALL Agencies)	AGENCY ACCESS <i>includes the specific agency codes</i> <input type="checkbox"/> <i>Financial Reports</i> <i>HR Reports</i> (Include List of ALL Reports and Specific Agencies)
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TRAINING REQUESTED FOR EMPLOYEE:

YES ☐ NO ☐

EMPLOYEE ACCESS FROM: (CHECK ALL THAT APPLY)

WORK ☐ HOME ☐ OTHER ☐

EMPLOYEE NAME _____

EMPLOYEE E-MAIL ADDRESS _____

EMPLOYEE DEPT/AGENCY _____

EMPLOYEE WORK ADDRESS _____

EMPLOYEE WORK PHONE _____

ENTER EMPLOYEE GGCC LOGON/TOP SECRET ID:	IF NO TOP SECRET ID, ENTER EMPLOYEE'S REQUESTED USER ID (6 - 8 CHAR.):	6-8 Characters for PIN Number
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The State Controller is the official custodian of the State's financial systems and reports from the data they contain, and prescribes the rules and regulations for query, use, or inspection of the financial records and/or reports. Each State Agency shall be given query access to its reports from the data in the State's financial systems.

EMPLOYEE STATEMENT OF COMPLIANCE

Please review the following paragraphs and indicate your understanding and agreement by signature. If anything is unclear, or you wish to review the *Authority* documents identified below, please contact your department controller or security administrator.

Authority for Granting Access: 24-72-203, CRS Public records open to inspection; 2-3-107, CRS, State Auditor; 2-3-203(1), CRS Joint Budget Committee; State of Colorado Fiscal Rule 1-3, *Access to the State Financial*

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System; Policies of the Department of Personnel and the Division of Colorado Government Technology Services.

Employees of the State of Colorado may be granted access to the INFOPAC and/or Document Direct reports for official business purposes only. These reports contain both public and confidential information; therefore access to them shall not be granted to anyone for general perusal of a state agency's financial reports. Any request received from citizens and the public for any information contained in the state's financial reports should be processed according to statewide procedures for handling open records requests.

Each employee granted access through INFOPAC and/or Document Direct is responsible for his/her use of the reports and for safeguarding their assigned User ID and passwords to protect data in the reports. User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Leaving employment will terminate my rights to access the reports in INFOPAC and/or Document Direct.

Employee Name (Please print)

Employee Signature

Date

SECTION B: REQUIRED SIGNATURE APPROVALS

DEPARTMENT SECURITY ADMINISTRATOR

DATE

WORK PHONE

Send completed form to: COFRS Helpline, 1525 Sherman Room 150, Denver, CO 80203 or Fax to 303-866-6313

FOR COFRS USE ONLY

_____ DATE	
DATE USER ID VERIFIED	_____ DATE
DATE PASSWORD ASSIGNED	_____ DATE